

Caleb C. Glover
3831 Penna Ave
Erie, Pa 16804
(814) 860-0612(primary) (814)-731-8468 (New Number)
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Objective

To receive employment as secretary, case manager, or clerical Staff to better my career in computer science. Seeking a position that utilizes my educational and professional experience while challenging me to learn new skills and gain new proficiencies.

Experience

Customer Service Representative, Agility Marketing 08/2014-05/2016

Erie, PA

Help desk, assisting cardholder with their benefits and replacing cards for cardholders if there card has been lost, stolen, or checking balance for their benefits.

Clerical Cheryl Dix

Erie, PA

Champion Bolt November 9, 2012 GE, Clerical- recorded names of teacher not giving specific duties and training that needed to be attended.

Teacher AD, Sub finder

Erie, PA

My responsibilities was to make sure the students was listening to the teacher and not giving them a hard time and doing the work that the teacher wanted done.

Education

Mercyhurst- North East

North East, PA

08/2007 –

11/2009

Post-secondary academic degree, Associate degree

Credits Earned: 67

Marjor: Computer Systems Support

Reason for leaving: Graduated

East High School

08/2003-06/2006

Erie, Pa

High School graduated or equivalency certificate (GED)

Reason for leaving: Graduated

Skills

Word, Dreamweaver,

Macintosh Photoshop,

Excel, Publisher, Access,

and Windows.

Index Design, Adobe Flash.

References**Name: Adam Glover**

References Type: Personal

Job Title: Curriculum Facilitator

Years Known: 20

Day Phone: (814) 392-2510

Name: Shadra Hanyes

References Type: Professional

Job Title: Customer Service Rep

Years Known: 4

Name: Lisa Hanyes

References Type: YCMA Child Care

Job Title: Professional

Years Known: 15

Day Phone: 814-440-0904

Name: James Houston

References Type: Professional

Job Title: Match Teacher

Years Known: 2

Email: jhouston@mercyhurst.edu